

Local Forms of The United States Bankruptcy Court



**for
The Western District of Pennsylvania**

July 1, 2004

**LOCAL FORMS OF THE UNITED STATES
BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

The Hon. Judith K. Fitzgerald, Chief Judge

The Honorable Bernard Markovitz

The Hon. M. Bruce McCullough

The Hon. Warren W. Bentz

The Honorable Joseph L. Cosetti

Theodore S. Hopkins, Clerk

**LOCAL FORMS OF THE UNITED STATES
BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

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LOCAL BANKRUPTCY FORM NO. 1

IN THE UNITED STATES BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA

In Re

BANKRUPTCY NO.

,debtor

DECLARATION RE: ELECTRONIC FILING OF PETITION, SCHEDULES & STATEMENTS

PART I - DECLARATION OF PETITIONER

I, _____, and I, _____, the undersigned debtor, certify that the information I give to my attorney for the preparation of the petition, statements, schedules and mailing matrix is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules to the United States Bankruptcy Court. I understand that this DECLARATION RE: ELECTRONIC FILING is to be submitted to the Clerk once all schedules have been electronically docketed but, in any event, no later than 15 days following the date the petition was electronically filed unless the time is extended by order of court. I understand that failure to timely submit the signed original of this DECLARATION will result in dismissal of my case pursuant to 11 U.S.C. § 707(a)(3) without further notice.

☐ [If petitioner is an individual] I declare under penalty of perjury that the information provided in this petition and the social security number(s) listed below are true and correct:

Name of Debtor

Debtor has a social security number and it is: _____
Check here if Debtor does not have a social security number: _____

Name of Joint Debtor

Joint Debtor has a social security number and it is: _____
Check here if Joint Debtor does not have a social security number: _____

☐ [If petitioner is a corporation or partnership] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

Dated: _____ Signed: _____
(Type Debtor name here) (Joint Debtor, if applicable, type name)

Title: _____
(Corporate or Partnership Filing)

Phone Number of Signer

Address of Signer

PART II - DECLARATION OF ATTORNEY

I further declare that before filing any document I will have examined the debtor's petition and that the information is complete and correct to the best of my knowledge, information and belief. The debtor will have signed this form before I submit the petition, schedules, statements and mailing matrix. I will give the debtor a copy of all forms and information to be filed with the United States Bankruptcy Court, and have followed all other requirements for electronic case filing. I further declare that I have examined the above debtor's petition, schedules, and statements and, to the best of my knowledge, information and belief, they are true, correct, and complete. If debtor is an individual, I further declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. This declaration is based on all information of which I have knowledge.

Dated: _____

Attorney for Debtor (Signature)

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 2

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

Bankruptcy No.

Debtor(s)

Chapter 11

**EX PARTE MOTION FOR DESIGNATION
AS COMPLEX CHAPTER 11 BANKRUPTCY CASE**

This bankruptcy case was filed on _____. The undersigned party in interest believes that this case qualifies as a Complex Chapter 11 Bankruptcy Case pursuant to Local Rules because:

- _____ There is a need for emergency consideration of the following "First Day" motions
- _____ The debtor has total debt of more than \$_____ million and unsecured non-priority debt of more than \$_____ million.
- _____ There are more than _____ parties in interest in this case.
- _____ Claims against the debtor are publicly traded.
- _____ Equity interests in the debtor are publicly traded.
- _____ Other: (Substantial explanation is required. Attach additional sheets if necessary.)

DATE: _____

By: _____
Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 3

IN THE UNITED STATES BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA

IN RE:

Bankruptcy No.
Chapter 11

Debtor(s)

INITIAL ORDER FOR COMPLEX CHAPTER 11 BANKRUPTCY CASE

This bankruptcy case was filed on _____. An Ex Parte Motion for Designation as a Complex Chapter 11 Case was filed. After review of the initial pleadings filed in this case, the Court concludes that this is a Complex Chapter 11 Case and issues this scheduling order.

1. The Debtor shall maintain a Service List identifying the parties that must be served whenever a motion or other pleading requires notice. Upon establishment of such a list, notices of motions and other matters will be limited to the parties on the Service List.

a. The Service List shall initially include the Debtor, Debtor's counsel, counsel for the unsecured creditors' committee, U.S. Trustee, all secured creditors, the 20 largest unsecured creditors, any indenture trustee, and any party that files a request for notice.

b. Any party in interest that wishes to receive notice, other than as listed on the Service List, shall be added to the Service List merely by request filed of record with the Clerk and served on the Debtor and Debtor's counsel.

c. Parties on the Service List are encouraged to give a fax number or e-mail address for service of process and parties are encouraged to authorize service by fax or e-mail. Consent to fax or e-mail service may be included in the party's notice of appearance and request for service.

d. The Service List shall be filed within 3 calendar days after entry of this Order. Debtors shall update the Service List and file with the Clerk a copy of the updated Service List upon request of a party to be added.

2. The Court hereby establishes the following dates and times for hearing all motions and other matters in this case in Courtroom _____ at _____.

3. If a matter is properly noticed for hearing and the parties reach agreement on a settlement of the dispute prior to the hearing, the parties may announce the settlement at the scheduled hearing. If the Court determines that the notice of the dispute and the hearing is adequate notice of the effects of the settlement, the Court may approve the settlement at the hearing without further notice of the terms of the settlement.

4. The debtor shall give notice of this Order to all parties in interest within 5 calendar days. If any party in interest objects to the provisions of this Order, that party shall file and serve a motion for reconsideration and proposed order within 10 days of the date of this Order articulating the objection and the relief requested.

Date: _____

United States Bankruptcy Judge

LOCAL BANKRUPTCY FORM NO. 4

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE: _____) Bankruptcy No. _____
)
) Chapter _____
)
Debtor(s) _____)
)
)
)
)

Affidavit Regarding Delivery of Proof Of Income

I, _____, certify under penalty of perjury that on _____ (date) I served the Proof of Income required by Local Rule 1007-4 on the case trustee or other § 341 Meeting presiding officer assigned to the above-referenced case.

Dated _____

Signature of Counsel/Debtor/ Petition Preparer

(Typed Name)

(Address)

(Phone)

Phone No.

List Bar I.D. and State of Admission

Local Form No. 5

IN THE UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF PENNSYLVANIA

CHAPTER 13 BUSINESS CASE QUESTIONNAIRE

Local Rule 1007-4 requires Chapter 13 Debtors that are self-employed (including Debtors acting as landlords), to complete and submit this Questionnaire to the Trustee along with all documents set forth in the Checklist which follows the signature page of the Questionnaire. You must answer all items in the Questionnaire. Use a separate page if additional room is needed, but be sure to reference the additional page next to the item you are answering. All information must be complete and organized. Failure to provide detailed and accurate information may result in the Trustee filing a motion to dismiss your case.

- You must send this completed Questionnaire along with all required attachments to Ronda J. Winnecour, Trustee, US Steel Tower-Suite 3250, 600 Grant Street, Pittsburgh, Pa. 15219 so that it reaches the Trustee at least 15 days prior to your first scheduled meeting of creditors. If you fail to do so, the Trustee may require your appearance at an additional meeting or file a motion to dismiss your case.
- Do Not File this Questionnaire with the Clerk of the Bankruptcy Court
- The Questionnaire must be dated.
- The Questionnaire must contain the original signature of all Debtors in the case.
- A copy of the Questionnaire should be kept by the Debtor for future reference.
- If you have questions concerning this Questionnaire, please contact your attorney.

Debtor (s)' Name(s) _____

Chapter 13 Case # _____

Name of Business _____

List all past names used by Business _____

Location where business is operated _____

Description of Business Activities/Type of Business _____

What circumstances led you to file this bankruptcy? _____

How do you expect these circumstances to change so that you will be able to fund a Chapter 13 Plan ?__

1. Type of Business Organization, circle one:

Corporation Sole Proprietorship Partnership Other

Has business ever been incorporated? _____ Yes _____ No

Date business began _____

Federal ID number (if applicable) _____ State ID number _____

2. If your business is a Partnership, please answer (a)-(c) below:

(a) Names of Partners _____

(b) Percentage of your ownership: Debtor _____ %
Joint Debtor _____ %

(c) Is there a written partnership agreement? _____ Yes _____ No

If yes, please include a copy of the agreement with this Questionnaire when you return it to the Trustee.

3. If your business is a Corporation, please answer (a)-(g) below:

(a) Who are the shareholders? _____

(b) How many shares have been issued and are outstanding? _____

(c) What is your percentage ownership? Debtor _____ %
Joint Debtor _____ %

(d) State of incorporation _____

(e) Is the corporation in good standing with the Secretary of State?

_____ Yes _____ No. If no, why not? _____

(f) Fair Market Value of Corporate Assets, including going concern
value \$ _____

Basis of value _____

(g) Amount of Corporate Debts \$ _____

4. Is the business cyclical? _____ Yes _____ No

If yes, when is the busy season? _____

If yes, when is the slow season? _____

5. Do you have an accountant or bookkeeper? _____ Yes _____ No

If yes, please provide the name, address and phone number of this individual _____

Do you understand that you are required to file monthly operating reports with the Court and serve the Trustee with a copy by the 15th of each month that you are in bankruptcy?

_____ Yes _____ No

6. Are all tax returns which should have been filed to this point in time filed? ____ Yes ____ No

If no, list years that are delinquent, type of returned owed and entity to which return is owed:

<u>Year</u>	<u>Entity(s) and Type of Return Due</u>
-------------	---

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you understand that while you are in Chapter 13, you are individually responsible for keeping current with all of your post-petition business as well as personal tax obligations?

_____ Yes _____ No

Do you understand that the Court in this District has entered a General Order which requires all delinquent tax returns to be filed within 60 days from the date that you filed your bankruptcy case? _____ Yes _____ No

7. Have you filed estimated quarterly income tax returns with the IRS? _____ Yes _____ No

If yes, please provide copies of the last 3 estimated returns filed, with proof of payment.

If no, explain why not _____

-
8. Does the business have employees? _____ Yes _____ No

If yes:

How many? _____ Are any of these persons related to you? _____ Yes _____ No

Does the business withhold from their wages? _____ Yes _____ No

If yes, where do you deposit the withholdings and how often?

i. _____

ii. _____

Please provide copies of proof of payment of employee withholding taxes for the 3 Months prior to the month that your case was filed.

Do you understand that you must keep the withholding funds separate from your General operating funds? _____ Yes _____ No

If you do not withhold: how are the employees compensated? _____

Do you have subcontractors? _____ Yes _____ No

Are 1099's issued? _____ Yes _____ No

9. Is your business required to collect sales tax? _____ Yes _____ No

If yes, has your business collected and remitted sales taxes on a regular basis? _____ Yes _____ No

If no, explain why _____

Do you understand that you must keep the sales tax funds separate from your general operating funds? _____ Yes _____ No

Please provide copies of proof of payment of sales taxes for 3 months prior to the month your case was filed.

10. Are you leasing office space? _____ Yes _____ No

If yes, answer (a)-(e) below:

(a) Address of Property _____

(b) Landlord's Name and Address _____

(c) Monthly Rental Payment \$ _____

(d) Term of lease _____

(e) Do you wish to continue the lease? _____ Yes _____ No

11. Does the business lease business equipment or autos? _____ Yes _____ No

If yes, answer (a)-(e) below:

(a) Description of leased/rented items? _____

(b) Person or entity's name and address from which items are rented or leased

(c) Payment terms _____

(d) Term of lease _____

(e) Do you wish to continue the lease? _____ Yes _____ No

12. Does the business have any outstanding contracts? _____ Yes _____ No

If yes, please describe _____

13. If you rent real property owned by you to others, please complete the following:

<u>Address of Tenant</u>	<u>Date Lease Began</u>	<u>Date Lease Ends</u>	<u>Amt. Monthly Rent</u>
--------------------------	-------------------------	------------------------	--------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. Is the business required to have any business licenses or permits? _____ Yes _____ No

If yes, please list: _____

If yes, are licenses/permits current? _____ Yes _____ No

15. Does the business carry the following insurance policies?

Commercial Liability?	_____ Yes _____ No	Policy No. _____	Exp. Date _____
-----------------------	--------------------	------------------	-----------------

Workmans Compensation ?	_____ Yes _____ No	Policy No. _____	Exp. Date _____
-------------------------	--------------------	------------------	-----------------

Fire Building?	_____ Yes _____ No	Policy No. _____	Exp. Date _____
----------------	--------------------	------------------	-----------------

Fire Contents?	_____ Yes _____ No	Policy No. _____	Exp. Date _____
----------------	--------------------	------------------	-----------------

Automobile Coverage?	_____ Yes _____ No	Policy No _____	Exp. Date _____
----------------------	--------------------	-----------------	-----------------

Liquor liability? _____ Yes _____ No Policy No _____ Exp. Date _____

List Others _____

Are all policies current? _____ Yes _____ No

List insurance agency(s) _____

Do you know that in order to continue the operation of your business, it is your responsibility
To obtain and maintain comprehensive liability insurance for the operation for your business?
_____ Yes _____ No

16. Does the business keep inventory on hand? _____ Yes _____ No

If yes, what would you estimate the market value of your inventory to be? \$ _____

When was the last physical count of your inventory? _____

What was the value of the inventory at that time? \$ _____

Please provide a list of your inventory.

17. What is the balance of the business accounts receivable? _____

What amount of the receivables is reasonably collectible? _____

Please provide a copy of your accounts receivable ledger.

Have you pledged your receivables, rents, profits, or other cash as collateral for any loans?
_____ Yes _____ No. If yes, please identify _____

Do you understand that if you have borrowed money from any creditor and as security or
collateral for the loan you have pledged accounts receivables, rents, or other cash, you may
not use the accounts receivables, rents or cash without express written consent from the
Creditor, or an order from the Bankruptcy Court allowing the use? _____ Yes _____ No

18. If you were to buy your business today, how much would you pay for it? \$ _____

I/We declare under penalty of perjury that the foregoing statement of information
Is true and correct to the best of My/Our knowledge, information, and belief.

Dated: _____

Debtor's signature

Joint Debtor's signature

CHECKLIST

OF DOCUMENTS THAT MUST BE RETURNED WITH YOUR QUESTIONNAIRE

You must send copies of the following documents to Ronda J. Winnecour, the Trustee, along with your completed Questionnaire within 15 days before the first scheduled §341 meeting date. Failure to do so may cause the Trustee to require your attendance at an additional meeting or file a motion to dismiss your case.

- _____ Operating statements showing income and expenses for the business for the twelve (12) months prior to the time of filing your bankruptcy case.
- _____ Bank statements for all accounts for the twelve (12) months prior to the time of filing your bankruptcy case.
- _____ Federal income tax returns with all accompanying schedules for the two years prior to filing your bankruptcy case.
- _____ State income tax returns with all accompanying schedules for the two years prior to filing your bankruptcy case.
- _____ Appraisals or other third party valuations of real estate, equipment, inventories and other business property listed in your bankruptcy schedules.
- _____ Financial statements furnished to third parties such as banks and trade creditors within the two (2) years prior to filing your bankruptcy case, including but not limited to the balance sheet, income statement and cash flow statement.
- _____ Current schedule of accounts receivable and accounts payable.
- _____ Current insurance policies that cover the assets listed in your bankruptcy schedules.
- _____ The business's check register for the three (3) months prior to filing your bankruptcy case.
- _____ If your business has employees, proof of payment of employee withholding taxes for the 3 months prior to the month your case was filed.
- _____ If your business is required to collect and remit sales taxes, proof of payment of sales taxes for the 3 months prior to the month your case was filed.
- _____ The last three federal quarterly income tax returns with proof of payment.
- _____ Any partnership agreement that exists.
- _____ List of your inventory and equipment.

MONTHLY OPERATING REPORT FOR CHAPTER 13 CASES

Debtor's name: _____

Case No. _____

Month _____ Year _____

Gross receipts for month:

(If more than one source, list each)

TOTAL GROSS RECEIPTS: \$ _____

Business expenses paid:

Description

Amount

TOTAL EXPENSES: \$ _____

Net profit or (loss) for month: \$ _____

Reports for each month are due by the 15th day of the following month and should be mailed to:

Chapter 13 Trustee, US Steel Tower-Suite 3250, 600 Grant Street, Pittsburgh, PA 15219

USE ADDITIONAL SHEETS IF NEEDED

BANKRUPTCY RULE 2015 AND SECTION 1304 (c)
DUTY OF CHAPTER 13 DEBTORS ENGAGED IN A BUSINESS
TO KEEP RECORDS, MAKE REPORTS AND GIVE NOTICE OF CASE

Bankruptcy Rule 2015 and Section 1304 (c) of the Bankruptcy Code requires debtors engaged in business that file a Chapter 13 bankruptcy petition to:

- Keep a record of receipts and the disposition of money and property received.
- File with the Court, the Trustee, and with any governmental unit charged with responsibility for collection or determination of any tax arising out of such operation, periodic reports and summaries of the operation of the business, including a statement of receipts and disbursements, which shall include a statement, if payments are made to employees, or the amounts of deductions for all taxes required to be withheld or paid for on behalf of employees and the place where these amounts are deposited.
- As soon as possible after the commencement of the case, give notice of the case to every entity known to be holding money or property subject to withdrawal, including every bank, savings or buildings and loan association, public utility company, and the landlord with whom the debtor has a deposit, and to every insurance company which has issued a policy having a cash surrender value payable to the debtor, except that notice need not be given to any entity who has knowledge or has previously been notified of the case.

LOCAL BANKRUPTCY FORM NO. 6

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

IN RE

Bankruptcy No.

Debtor(s)

Chapter

AMENDMENT COVER SHEET

Amendment(s) to the following petition, list(s), schedule(s), or statement(s) are transmitted herewith:

___ Voluntary Petition *Specify reason for amendment:*

Official Form 6 Schedules (Itemization of Changes Must Be Specified)

___ Summary of Schedules

___ Schedule A - Real Property

___ Schedule B - Personal Property

___ Schedule C - Property Claimed as Exempt

___ Schedule D - Creditors holding Secured Claims }

Check one:

___ Creditor(s) added

___ NO creditor(s) added

___ Creditor(s) deleted

___ Schedule E - Creditors Holding Unsecured Priority Claims

Check one:

___ Creditor(s) added

___ NO creditor(s) added

___ Creditor(s) deleted

___ Schedule F - Creditors Holding Unsecured Nonpriority Claims

Check one:

___ Creditor(s) added

___ NO creditor(s) added

___ Creditor(s) deleted

___ Schedule G - Executory Contracts and Unexpired Leases

Check one:

___ Creditor(s) added

___ NO creditor(s) added

___ Creditor(s) deleted

___ Schedule H - Codebtors

___ Schedule I - Current Income of Individual Debtor(s)

___ Schedule J - Current Expenditures of Individual Debtor(s)

___ Statement of Financial Affairs

___ Chapter 7 Individual Debtor's Statement of Intention

___ Chapter 11 List of Equity Security Holders

___ Chapter 11 List of Creditors Holding 20 Largest Unsecured Claims

___ Disclosure of Compensation of Attorney for Debtor

___ Other: _____

NOTICE OF AMENDMENT(S) TO AFFECTED PARTIES

Pursuant to Fed.R.Bankr.P. 1009(a) and Local Rule 1009-1, I certify that notice of the filing of the amendment(s) checked above has been given this date to the U.S. Trustee, the trustee in this case, and to entities affected by the amendment as follows:

Date: _____

Attorney for Debtor(s) [or *pro se* Debtor(s)]

(Typed Name)

(Address)

(Phone No.)

List Bar I.D. and State of Admission

Note: An amended matrix of creditors added by the amendment must be submitted on disk with the amendment. Attorneys filing electronically on the Case Management/Electronic Case Filing System may add creditors to the case electronically.

LOCAL BANKRUPTCY FORM NO. 7

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE)	Bankruptcy No. _____
)	
)	Chapter _____
)	
Debtor(s))	Related to Document. No. _____
)	
)	Hearing Date and Time: _____

CERTIFICATE OF SERVICE OF (Specify Document Served)

I, _____, certify under penalty of perjury that I served the above captioned pleading _____ (specify) on the parties at the addresses on the attached matrix, on _____ (date) _____
Identify the parties served in the following manner:

- 9 first class mail
- 9 electronic notification
- 9 hand delivery
- 9 other

EXECUTED ON:

By: _____
Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 8

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

)

)

) **Bankruptcy No.**

)

Debtor(s)

)

Chapter

DECLARATION IN LIEU OF AFFIDAVIT

Regarding Request To Be Added to the Mailing Matrix

I am the Attorney for _____, a creditor in the above captioned bankruptcy case, and I am authorized by this creditor to make the accompanying request for notices. The new address should be used instead of the existing address, and added to the matrix. I have reviewed the mailing matrix on file in this case and I hereby certify that the request for notices being filed herewith replaces the creditor's address listed on the matrix, supersedes and cancels all prior requests for notice by the within named creditor, and:

Please check the appropriate box

- ☐ that there are no other requests to receive notices on behalf of this creditor, or
☐ that the following prior request(s) for notice by or on behalf of this creditor shall be deleted from the matrix:

Creditor's Name

Creditor's Address

City, State and Zip

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____.
(Date)

Signature of Attorney For Creditor

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 9

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

Debtor(s)

)
)
)
)
)
)
)

Bankruptcy No. _____

Chapter _____

Document/ Adversary No. _____

SUMMARY COVER SHEET
FEES AND EXPENSES APPLICATION FILED ON BEHALF OF

1. Your applicant was appointed on _____.
(Attach a copy of the order approving appointment.)
2. Your applicant represents _____.
3. The total amount of the compensation requested is _____ for the period from _____ to _____.
4. The compensation is _____.
(state whether interim or final compensation)
5. A retainer of \$ _____ was paid on _____.
6. The amount of compensation previously requested is _____.
7. The amount of compensation previously approved is _____.
8. The amount of compensation previously paid is _____.
9. The total amount of expenses for which reimbursement is sought is \$ _____ and is for the period from _____ to _____.
10. The amount of expenses previously requested is _____.
11. The amount of expenses previously approved is _____.
12. The amount of expenses previously paid is _____.
13. The blended hourly rate for this application is _____.
14. Other factors bearing on fee application:

DATE: _____

By:

Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

APPENDIX
EXAMPLE OF CATEGORY LISTING OF
TIME AND SERVICES

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

Acme Shoe Company

Bankruptcy No. _____
Chapter 11
Document No. _____

PART "A"

Category Listing of time and services or tasks by category on behalf of Acme Shoe Company, Debtor, during the period from May 1, 1985 to the closing of the case.

CATEGORY 1. - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA to Jones Company for \$ _____ including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses of sale the estate netted \$ _____.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
5/1/85	RB	Conference with Jones Company representatives re: potential purchase of 320 Grant Avenue	
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue	

TOTAL IN CATEGORY 1 -

CATEGORY 2. - Distribution to Creditors per Order of August 14, 2002, including preparation and filing of Motion, obtaining Order of Court and making the distribution of \$ _____ to priority creditors and \$ _____ as a ____% distribution to Class 4 general creditors.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
9/17/85	JS	Review & Sign Distribution Checks	
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re the distribution	

TOTAL IN CATEGORY 2 -

CATEGORY 3. - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvania Department of Revenue resulting in tax refund of \$12,435.04.

5/02/85 JS Telephone Call: Virginia Vatz
of Pa. Dept. of Revenue re tax
refund

5/04/85	JS	Letter: PA Dept. of Revenue re status of tax returns
---------	----	---

TOTAL IN CATEGORY 3 -

TOTAL TIME IN ALL CATEGORIES -

DISBURSEMENTS

6/24/85	JS	Copy Expense
8/23/85	JS	Copy Expense and postage on distribution

TOTAL DISBURSEMENTS \$

BILLING SUMMARY

JS	Hrs.	Min.	\$135.00		\$
RB	Hrs.	Min.	\$125.00	-	

CLIENT TOTAL - \$

CURRENT BILLING: \$
CURRENT EXPENSES:

TOTAL AMOUNT DUE: \$

EXAMPLE OF CHRONOLOGICAL SUMMARY OF TIME
AND SERVICES WITH A PART "B" DESCRIBING THE CATEGORIES

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

Acme Shoe Company

Bankruptcy No.
Chapter _____
Document No. _____

PART A

CHRONOLOGICAL SUMMARY OF TIME AND SERVICES
RENDERED ON BEHALF OF DEBTOR DURING PERIOD
FROM MAY 1, 1985 TO CONCLUSION OF CASE

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
5/1/85	RB	Conference with Jones Co. representative re: potential purchase of 320 Grant Avenue	
5/2/85	JS	Telephone call: Virginia Vatz and Pa. Dept. of Revenue re tax refund	
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue	
5/4/85	JS	Letter: Pa. Dept. of Dept. of Revenue re: status of tax claim	
9/17/85	JS	Review & Sign: Distribution checks	
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re: the distributions	

TOTAL HOURS

DISBURSEMENTS

6/24/85	JS	Copy Expense	\$
8/23/85	JS	Copy Expense and postage on distribution	\$
TOTAL DISBURSEMENTS			\$

BILLING SUMMARY

JS	2 Hrs. 0 Min.	\$135.00	\$
RB	2 Hrs. 0 Min.	\$125.00 -	
CLIENT TOTAL -			\$
CURRENT BILLING:			\$
CURRENT EXPENSES:			
TOTAL AMOUNT DUE:			\$

PART "B"

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

Category Listing of time and services on behalf of Acme Shoe Company, Debtor, during the period from May 1, 1985 to the closing of the case.

I	<u>Category 1.</u> - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA to Jones Company for \$30,000.00 including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses of sale the estate netted \$24,500.00	hrs.	min.
II.	<u>Category 2.</u> - Distribution to Creditors per Order of August 14, 1985, including preparation and filing of Motion, obtaining Order of Court and making the distribution of \$36,533.61 to priority creditors and \$21,794.45 as a 4% distribution to Class 4 general creditors	hrs	min.
III.	<u>Category 3.</u> - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvania Department of Revenue resulting in tax refund of \$12,435.04	hrs.	min.
	TOTAL	hrs.	

LOCAL BANKRUPTCY FORM NO. 10IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

Debtor#1: _____ D#1 Last Four (4) Digits of SSN: _____

Debtor#2: _____ D#2 Last Four (4) Digits of SSN: _____

Check Here if Amended Plan _____ Bankruptcy Case Number _____

**CHAPTER 13 PLAN DATED _____
COMBINED WITH CLAIMS BY DEBTOR PURSUANT TO RULE 3004****PLAN FUNDING**

Total amount of \$ _____ per month for a plan term of _____ months shall be paid to the Trustee from future earnings as follows:

Payments:	By Income Attachment	Directly by Debtor	By Automated Bank Transfer
D#1	\$ _____	\$ _____	\$ _____
D#2	\$ _____	\$ _____	\$ _____

(SSA direct deposit recipients only)

Estimated amount of additional plan funds from sale proceeds, etc.: \$ _____

The Trustee shall calculate the actual total payments estimated throughout the plan.

The responsibility for ensuring that there are sufficient funds to effectuate the goals of the Chapter 13 plan rests with the debtor.

1. Plan Payments are to begin no later than one month following the filing of the plan.**2. For amended plans:**

- i. The total plan payments shall consist of all amounts previously paid together with the new monthly payment for the remainder of the plan's duration.
- ii. The original plan term has been extended by _____ months for a total of _____ months from the original plan filing date;
- iii. The payment shall be changed effective _____.
- iv. The debtor(s) have filed a motion requesting that the court appropriately change the amount of all wage orders.

The debtor agrees to dedicate to the plan the estimated amount of sale proceeds: \$ _____ from the sale of this property (describe) _____. All sales shall be completed by _____. Lump sum payments shall be received by the Trustee as follows: _____.

Other payments from any source (describe specifically) _____ shall be received by the Trustee as follows: _____.

The sequence of plan payments shall be determined by the Trustee, using the following as a general guide:

- Level One: Unpaid filing fees.
- Level Two: Monthly ongoing mortgage payments, ongoing vehicle and lease payments, installments on professional fees.
- Level Three: Post-petition utility claims.
- Level Four: Mortgage arrears, secured taxes, rental arrears, vehicle payment arrears.
- Level Five: All remaining secured, priority and specially classified claims, miscellaneous secured arrears.
- Level Six: Allowed general unsecured claims.
- Level Seven: Untimely filed unsecured claims for which the debtor has not lodged an objection.

1. LONG TERM CONTINUING DEBTS CURED AND REINSTATED, AND LIEN (if any) RETAINED

Name of Creditor	Description of Collateral	Monthly Payment	Pre-petition Arrears to be Cured	Interest Rate to be Paid on
Arrears				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. SECURED CLAIMS PAID IN FULL DURING TERM OF PLAN, ACCORDING TO ORIGINAL CONTRACT TERMS, WITH NO MODIFICATION OF CONTRACTUAL TERMS AND LIENS RETAINED UNTIL PAID

Name of Creditor	Description of Collateral	Contractual Monthly Payment (Level 2)	Principal Balance of Claim	Contract Rate of Interest

3. SECURED CLAIMS FULLY PAID ACCORDING TO MODIFIED TERMS AND LIENS RETAINED

Name of Creditor	Description of Collateral	Modified Principal	Interest Rate	Monthly Payment
Disbursement		Balance		or Pro Rata Level

Payment in accordance with the foregoing terms shall constitute full and final satisfaction of the secured claim of this creditor. Upon payment in accordance with these terms, the creditor shall promptly cause all mortgages and liens encumbering the collateral to be satisfied, discharged and released.

4. SECURED CLAIMS NOT PAID DUE TO SURRENDER OR ABANDON OF COLLATERAL AND DATE TO BE SURRENDERED:

Identify the collateral with specificity.

5. THE DEBTOR PROPOSES TO AVOID OR LIMIT THE LIENS OF THE FOLLOWING CREDITORS:

6. SECURED TAX CLAIMS FULLY PAID AND LIENS RETAINED

Name of Creditor	Total Amount of Claim	Type of Tax	Rate of Interest	Identifying Number(s) if Collateral is Real Estate	Tax Periods

7. PRIORITY TAX CLAIMS PAID IN FULL

Name of Creditor	Total Amount of Claim	Type of Tax	Interest Rate	Tax Periods

8. PRIORITY SUPPORT AND ALIMONY ARREARS

If this section is left blank, the debtor(s) expressly agree to continue paying any support and alimony arrears through existing state court orders and consent to relief from stay in favor of interested parties for the purpose of continuing wage attachment orders.

Name of Creditor	Total Amount of Claim	Monthly payment or pro rata

9. ADMINISTRATIVE PRIORITY CLAIMS TO BE FULLY PAID

- Percentage fees payable to the Chapter 13 Fee and Expense Fund shall be paid at the rate fixed by the United States Trustee not to exceed ten percent of distributions.

- b. Filing fees: the balance of \$ _____ shall be fully paid by the Trustee to the Clerk of Bankruptcy Court from the first available funds.
- c. Attorney fees: payable to _____. In addition to a retainer of \$ _____ already paid by or on behalf of the debtor, the amount of \$ _____ at the rate of \$ _____ per month.

10. OTHER PRIORITY CLAIMS TO BE PAID IN FULL [include vehicle leases that will complete during the plan term]

Name of Creditor	Total Amount of Claim	Interest Rate	Statute Providing Priority Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. POST-PETITION UTILITY MONTHLY PAYMENTS [limited to agreement between debtor(s) and utility]

These payments comprise a single monthly combined payment for post-petition utilities, any post-petition delinquencies and unpaid security deposits. The claim payment will not change for the life of the plan. Should the utility file a motion requesting a payment change, the debtor will be required to file an amended plan. These payments may not resolve post-petition claims of the utility. They may require additional funds from the debtor(s) after discharge.

Name of Creditor _____ Monthly Payment _____

12. CLAIMS OF UNSECURED NONPRIORITY CREDITORS SPECIALLY CLASSIFIED

Name of Creditor	Principal Balance	Rate of Interest	Monthly Payments	Arrears to be Cured	Interest Rate on Arrears
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

13. CLAIMS OF GENERAL, NONPRIORITY UNSECURED CREDITORS

The debtor(s) estimate that a total of \$ _____ will be available for distribution to unsecured, non-priority creditors, and debtor(s) admit that a minimum of \$ _____ must be paid to unsecured non-priority creditors in order to comply with the liquidation alternative test for confirmation. The estimated percentage of payment to general unsecured creditors is _____. The percentage of payment may change, based upon the total amount of allowed claims. Late-filed claims will not be paid unless all timely filed claims have been paid in full. Thereafter, all late-filed claims will be paid pro-rata unless an objection has been filed within 30 days of filing the claim. Creditors not specifically identified in Parts 1 - 10, above, are included in this class.

GENERAL PRINCIPLES APPLICABLE TO ALL CHAPTER 13 PLANS

This is the voluntary Chapter 13 reorganization plan of the debtor(s). The debtor(s) understand and agree that the Chapter 13 plan may be extended as necessary by the Trustee, to not more than 60 (sixty) months in order to insure that the goals of the plan have been achieved.

All pre-petition debts are paid through the Trustee. Additionally, ongoing payments for vehicles, mortgages and assumed leases are also paid through the Trustee, unless the Court orders otherwise.

Percentage fees to the trustee are paid on all distributions at the rate fixed by the United States Trustee. The Trustee has the discretion to adjust, interpret and implement the distribution schedule to carry out the plan. The Trustee shall follow this standard plan form sequence unless otherwise ordered by the Court.

The provisions for payment to secured, priority and specially classified creditors in this plan shall constitute claims in accordance with Bankruptcy Rule 3004. Proofs of claim by the Trustee will not be required. The Clerk shall be entitled to rely on the accuracy of the information contained in this plan with regard to each claim. If the secured, priority or specially classified creditor files its own claim, then the creditor's claim shall govern, provided the debtor(s) and debtor(s)' counsel have been given notice and an opportunity to object. The Trustee is authorized, without prior notice, to pay claims exceeding the amount provided in the plan by not more than \$250.

Should a pre-petition creditor file a claim asserting secured or priority status that is not provided for in the plan, then after notice to the Trustee, counsel of record (or the debtor(s) in the event that they are not represented by counsel), the Trustee shall treat the claim as allowed, subject to the debtor(s)' successful objection.

Both of the preceding provisions will also apply to allowed secured, priority and specially classified claims filed after the bar date. LATE-FILED CLAIMS NOT PROPERLY SERVED ON THE TRUSTEE AND THE DEBTOR(S)' COUNSEL OF RECORD WILL NOT BE PAID. The responsibility for reviewing the claims and objecting where appropriate is placed on the Debtor.

Attorney Name and Pa. ID # _____
 Attorney Address and Phone _____
 Attorney Signature _____
 Debtor Signature _____
 Debtor Signature _____

LOCAL BANKRUPTCY FORM NO. 11

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

IN RE:	:	Bankruptcy No.
Debtor(s)	:	
	:	Chapter 13
Trustee, and Debtor(s), Movants	:	
	:	Motion No. <input type="checkbox"/> WO-1
	:	Motion No. <input type="checkbox"/> WO-2
v.	:	
	:	
Respondent(s)	:	

EX PARTE MOTION FOR ORDER TO PAY TRUSTEE PURSUANT TO WAGE ATTACHMENT

_____, Chapter 13 Trustee, and the Debtor respectfully represent as follows:

1. A Chapter 13 case was filed.
2. It appears that the Debtor receives regular income which may be attached under 11 U.S.C. §1326 to fund the Chapter 13 Plan.
3. The likelihood of success in the case will be much greater if the Debtor's income is attached to fund the plan.

WHEREFORE, the Chapter 13 Trustee and/or the Debtor respectfully request that this Court enter an Order to Pay Trustee in the form attached.

Signature of Chapter 13 Trustee or Attorney for Debtor(s)

Typed Name of Chapter 13 Trustee or Attorney for Debtor(s)

Address of Chapter 13 Trustee or Attorney for Debtor(s)

Phone No. and Pa. I.D. No. of Chapter 13 Trustee or Attorney for Debtor(s)

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

IN RE:	:	Bankruptcy No.
	:	
	:	Chapter 13
Standing Chapter 13 Trustee and Debtor(s),	:	
Movants	:	Motion No. <input type="checkbox"/> WO-1
	:	Motion No. <input type="checkbox"/> WO-2
v.	:	
	:	
Respondent(s)	:	

ORDER TO PAY TRUSTEE PURSUANT TO WAGE ATTACHMENT

The above-named Debtor(s) having filed a Chapter 13 petition and Debtor(s) or Trustee having moved to attach wages to fund the Chapter 13 Plan:

IT IS, THEREFORE, ORDERED that until further order of this Court, the entity from which the Debtor receives income:

shall deduct from that income the sum of \$ _____, beginning on the next pay day following receipt of this order and shall deduct a similar amount each pay period thereafter, including any period for which the Debtor receives a periodic or lump sum payment as a result of vacation, termination, or other benefit arising out of present or past employment, or from any other benefits payable to the Debtor, and shall remit the deducted sums ON AT LEAST A MONTHLY BASIS to:

RONDA J. WINNECOUR
CHAPTER 13 TRUSTEE, W.D. PA.
POB 1132
MEMPHIS, TN 38101-1132

IT IS FURTHER ORDERED that the above-named entity shall notify the Chapter 13 Trustee if the Debtor's income is terminated and the reason therefore.

IT IS FURTHER ORDERED that the Debtors shall serve this order and a copy of the Notification of Debtor's Social Security Number, Local Form No. 12, that includes the debtor's full social security number on the above-named entity. Debtor shall file a certificate of service regarding service of the order and local form, but the social security number shall not be included on the certificate.

IT IS FURTHER ORDERED that all remaining income of the Debtor, except the amounts required to be withheld for taxes, social security, insurance, pension, or union dues shall be paid to the Debtor in accordance with usual payment procedures.

IT IS FURTHER ORDERED THAT NO OTHER DEDUCTIONS FOR GARNISHMENT, WAGE ASSIGNMENT, CREDIT UNION, OR OTHER PURPOSE SHALL BE MADE FROM THE INCOME OF DEBTOR WITH THE SOLE EXCEPTION OF ANY SUPPORT PAYMENTS.

IT IS FURTHER ORDERED that this order supersedes previous orders made to the above-named entity in this case.

IT IS FURTHER ORDERED that the above-named entity shall not charge any fee to the Debtor for the administration of this attachment order, except as may be allowed upon application to and order of this Court.

DATED this _____ day of _____, _____.

United States Bankruptcy Judge

LOCAL BANKRUPTCY FORM NO. 12

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE)	Bankruptcy No. _____
)	
)	Chapter _____
)	
Debtor(s))	Related to Document No. _____
)	
)	

Notification of Debtor's Social Security Number

Name of employer or other party subject to wage attachment:

Debtor's name:

Debtor's nine digit social security number: __ __ __ - __ __ - __ __ __ __

Debtors address:

Debtors phone number:

This notification is accompanied by a Wage Attachment Order issued by a United States Bankruptcy Judge regarding attachment of the debtor's wages. The debtor's social security number is being provided to assist in complying with the court order.

Date: _____

Signature: Attorney for Debtor(s) [or pro se Debtor(s)]

(Typed Name)

(Address)

(Phone No.)

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 13

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

In Re:

Bankruptcy No.

**DISCLOSURE STATEMENT
TO ACCOMPANY PLAN DATED _____**

9 Chapter 11 Small Business (Check box only if debtor has elected to be considered a small business under 11 U.S.C. §1121(e))

Debtor furnishes this disclosure statement to creditors in the above-captioned matter pursuant to Bankruptcy Code §1125 to assist them in evaluating debtor's proposed Chapter 11 plan, a copy of which is attached hereto. Creditors may vote for or against the plan of reorganization. Creditors who wish to vote must complete their ballots and return them to the following address before the deadline noted in the order approving the disclosure statement and fixing time. The Court will schedule a hearing on the plan pursuant to 11 U.S.C. §1129.)

Address for return of ballots:

I. Background

1. Name of Debtor
2. Type of Debtor (individual, partnership, corporation)
3. Debtor's Business or Employment
4. Date of Chapter 11 Petition

5. Events that Caused the Filing :
6. Anticipated Future of the Company & Source of this Information and Opinion
7. Summarize all Significant Features of the Plan Including When and How Each Class of Creditor Will Be Paid and What, If Any, Liens Will Be Retained By Secured Creditors or Granted to Any Creditor Under the Plan
8. Are All Monthly Operating Statements Current and on File With The Clerk of Court?
Yes _____ No _____

If Not, Explain:
9. Does the plan provided for releases of nondebtor parties? Specify which parties and terms of release.
10. Identify all executory contracts that are to be assumed or assumed and assigned.
11. Has a bar date been set? yes no
(If not, a motion to set the bar date has been filed simultaneously with the filing of this disclosure statement.)
12. Has an election under 11 U.S.C. §1121(e) has been filed with the Court to be treated as a small business?
Yes _____ No _____
13. Specify property that will be transferred subject to 11 U.S.C. §1146(c).

II. Creditors

A. Secured Claims

SECURED CLAIMS

Creditor	Total Amount Owed	Arrearages	Type of Collateral Priority of Lien (1, 2, 3)	Disputed(D) Liquidated(L)Unliquidated (U)	Will Liens be Retained Under the Plan (Y)or(N)
TOTAL	\$	\$			

B. Priority Claims

PRIORITY CLAIMS

Creditor	Total Amount Owed	Type of Collateral	(D)(L)(U) *
TOTAL			

* Disputed (D), Liquidated (L), or Unliquidated (U)

C. Unsecured Claims

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Unsecured Claims ¹	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Unsecured Claims	\$

D. Other Classes of Creditors

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Claims ¹	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Claims	\$

E. Other Classes of Interest Holders

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Claims ¹	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Claims	\$

III. Assets

¹Includes a.) unsecured claims filed by unscheduled creditors; b.) that portion of any unsecured claim filed by a scheduled creditor that exceeds the amount debtor scheduled; and c.) any unsecured portion of any secured debt not previously scheduled.

ASSETS

Assets	Value	Basis for Value Priority of Lien	Name of Lien Holder (if any) (Fair Market Value/Book Value)	Amount of Debtor's Equity (Value Minus Liens)
	\$ TOTAL			\$ TOTAL

1. Are any assets which appear on Schedule A or B of the bankruptcy petition not listed above?

If so, identify asset and explain why asset is not in estate:

2. Are any assets listed above claimed as exempt? If so attach a copy of Schedule C and any amendments.

IV. SUMMARY OF PLAN

1. Effective Date of Plan:
2. Will cramdown be sought? ___ Yes ___ No
If Yes, state bar date: _____
3. Treatment of Secured **Non-Tax** Claims

SECURED NON-TAX CLAIMS

Name of Creditor	Class	Amount Owed	Summary of Proposed Treatment
TOTAL		\$	

4. Treatment of Secured Tax Claims

SECURED TAX CLAIMS

Name of Creditor	Class	Amount Owed	Summary of Proposed Treatment
TOTAL		\$	

Treatment of Administrative **Non-Tax** Claims²

ADMINISTRATIVE NON-TAX CLAIMS

²Include all §503(b) administrative claims.

Name of Creditor *	Amount Owed	Type of Debt **	Summary of Proposed Treatment and Date of First Payment

* Identify and Use Separate Line for Each Professional and Estimated Amount of Payment

** Type of Debt (P=Professional, TD=Trade, TX=Taxes)

6. Treatment of Administrative Tax Claims

ADMINISTRATIVE TAX CLAIMS

Name of Creditor *	Amount Owed	Type of Debt **	Summary of Proposed Treatment and Date of First Payment

7. Treatment of Priority Non-Tax

PRIORITY NON-TAX CLAIMS

Name of Creditor	Class	Amount Owed	Date of Assessment	Summary of Proposed Treatment

8. Treatment of Priority Tax Claims³

PRIORITY TAX CLAIMS

Name of Creditor	Class	Amount Owed	Date of Assessment	Summary of Proposed Treatment

³Include dates when any §507(a)(7) taxes were assessed.

9. Treatment of General Unsecured Non-Tax Claims

GENERAL UNSECURED NON-TAX CLAIMS

Creditor	Class	Total Amount Owed	Percent of Dividend
TOTAL		\$	

10. Treatment of General Unsecured Tax Claims

GENERAL UNSECURED TAX CLAIMS

Creditor	Class	Total Amount Owed	Percent of Dividend
TOTAL		\$	

11. Will periodic payments be made to unsecured creditors?

Yes _____ No _____ First payment to begin _____

If so:

Amount of each payment (aggregate
to all unsecured claimants)

Estimated date of first payment:

Time period between payments:

Estimated date of last payment:

Contingencies, if any:

State source of funds for planned payments, including funds necessary for capital replacement, repairs, or improvements:

Other significant features of the plan:

Include any other information necessary to explain this plan:

V. Comparison of Plan with Chapter 7 Liquidation

If debtor's proposed plan is not confirmed, the potential alternatives would include proposal of a different plan, dismissal of the case or conversion of the case to Chapter 7. If this case is converted to Chapter 7, a trustee will be appointed to liquidate the debtor's non-exempt assets. In this event, all secured claims and priority claims, including all expenses of administration, must be paid in full before any distribution is made to unsecured claimants.

Total value of Chapter 7 estate (See Section III)	\$
1. Less secured claims (See IV-2)	
2. Less administrative expenses (See IV-3 and include approximate Chapter 7 expenses)	\$
3. Less other priority claims (See IV-4)	\$
Total Amount Available for Distribution to Unsecured Creditors	\$

Divided by total allowable unsecured claims of _____ \$
(See Section II C)

Percentage of Dividend to Unsecured Creditors:

Will the creditors fare better under the plan than they would in a Chapter 7 liquidation?

Yes _____ No _____

Explain:

VI. Feasibility

- A. Attach Income Statement for Prior 12 Months.
- B. Attach Cash Flow Statement for Prior 12 Months.
- C. Attach Cash Flow Projections for Next 12 Months.

Estimated amount to be paid on effective date of plan, including administrative expenses.

\$

Show how this amount was calculated.

\$	Administrative Class
\$	Taxes
\$	Unsecured Creditors
\$ _____	UST Fees
\$	TOTAL

What assumptions are made to justify the increase in cash available for the funding of the plan?

Will funds be available in the full amount for administrative expenses on the effective date of the plan? From what source? If not available, why not and when will payments be made?

Cash on hand \$ (Current) Attach current bank statement

Cash on hand \$ (Estimated amount available on date of confirmation)

If this amount is less than the amount necessary at confirmation, how will debtor make up the shortfall?

VII. Management Salaries

MANAGEMENT SALARIES

Position/Name of Person Holding Position	Salary at Time of Filing	Proposed Salary (Post-Confirmation)

VIII. Identify the Effect on Plan Payments and Specify Each of the Following:

1. What, if any, Litigation is Pending?
2. What, if any, Litigation is Proposed or Contemplated?

IX. Additional Information and Comments

IX. Certification

The undersigned hereby certifies that the information herein is true and correct to the best of my knowledge and belief formed after reasonable inquiry.

If Debtor is a corporation, attach a copy of corporate resolution authorizing the filing of this Disclosure Statement and Plan.

If Debtor is a general partnership, attach a copy of the consent agreement of all general partners to the filing of the bankruptcy.

Signature of Debtor
or Authorized Representative

Date

Signature of Debtor
or Authorized Representative

Date

Debtor's Counsel

Date

OPTIONAL TABLE

6. Treatment of Other Claims

N/A

OTHER CLASSES OF CREDITORS

Creditor	Class	Total Amount Owed	Percent of Dividend

A. Will periodic payments be made?

Yes ____ No ____

If so:

Amount of each payment (aggregate to all claimants)

\$ _____

Estimated date of first payment

Time period between payments

Estimated date of last payment

Contingencies, if any:

OPTIONAL TABLE

7. Treatment of Interest Holders (Other Than Equity Holders)

OTHER CLASSES OF INTEREST HOLDERS

Creditor	Class	Total Amount Owed	Percent of Dividend

8. Treatment of Equity Holders (Specify how the market test of *Bank of America National Trust and Savings Association v. 203 North LaSalle Street Partnership*, 526 U.S. 434, 110 S.Ct. 1411 (1999), is met)

EQUITY HOLDERS

Creditor	Class	Total Amount Owed	Percent of Dividend

A. Will periodic payments be made?

Yes ____ No ____

If so:

Amount of each payment (aggregate to all claimants)

Estimated date of first payment

Time period between payments

Estimated date of last payment

Contingencies, if any:

\$ _____

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HISTORIC SUMMARY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
1. TOTAL CASH FLOW FROM OPERATIONS:	\$10,000	\$12,000	\$14,000	\$9,000	\$15,000	\$18,000	\$14,000	\$22,000	\$35,000	\$30,000	\$38,000	\$36,000
2.LESS TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN:	\$10,000	\$14,000	\$12,000	\$10,000	\$12,000	\$15,000	\$12,500	\$16,000	\$30,000	\$23,000	\$30,000	\$30,000
3. TOTAL NET CASH FLOW:	0	(2,000)	2,000	(1,000)	3,000	3,000	1,500	6,000	5,000	7,000	8,000	6,000
DEFINITIONS												
TOTAL CASH FLOW FROM OPERATIONS:	THE TOTAL AMOUNT OF FUNDS COLLECTED IN A SPECIFIC PERIOD FROM CASH SALES, COLLECTION OF ACCOUNTS RECEIVABLE, AND OTHER INCOME, EXCLUDING LOANS PROCEEDS, CASH CONTRIBUTIONS FROM INSIDERS, AND SALES TAXES COLLECTED.											
TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN	THE TOTAL DISBURSEMENTS IN A SPECIFIC PERIOD FOR PRODUCTION COSTS, GENERAL AND ADMINISTRATIVE COSTS, EXCLUDING PAYMENTS TO CREDITORS TO BE PAID UNDER THE TERMS OF											

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PROJECTED SUMMARY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
4 TOTAL PROJECTED CASH FLOW FROM OPERATIONS:	\$38,000	\$40,000	\$41,000	\$43,000	\$45,000	\$45,000	\$46,000	\$47,000	\$48,000	\$48,000	\$48,000	\$50,000
5 LESS TOTAL PROJECTED DISBURSEMENTS EXCLUDING PMTS TO CREDITORS IN A PLAN:	\$30,000	\$32,000	\$32,000	\$32,000	\$33,000	\$33,000	\$35,000	\$35,000	\$38,000	\$38,000	\$38,000	\$39,000
6 ANTICIPATED CASH FLOW AVAILABLE FOR PLAN:	8,000	8,000	9,000	11,000	12,000	12,000	11,000	12,000	10,000	10,000	10,000	11,000
DEFINITIONS												
TOTAL PROJECTED CASH FLOW FROM OPERATIONS:	TOTAL AMOUNT OF PROJECTED FUNDS COLLECTED IN A SPECIFIC PERIOD FROM CASH SALES, COLLECTION OF ACCTS RECEIVABLE, AND OTHER INCOME, EXCLUDING LOAN PROCEEDS, CASH CONTRIBUTIONS FROM INSIDERS, AND SALES TAXES COLLECTED.											
TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN	TOTAL PROJECTED DISBURSEMENTS IN A SPECIFIC PERIOD FOR PRODUCTION COSTS, GENERAL AND ADMINISTRATIVE COSTS, EXCLUDING PAYMENTS TO CREDITORS TO BE PAID UNDER THE TERMS OF THE PROPOSED PLAN.											

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PLAN FEASIBILITY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
ANTICIPATED RECEIPTS AVAILABLE FOR PLAN: (SEE LINE 6, ABOVE)	\$8,000	\$8,000	\$9,000	\$11,000	\$12,000	\$12,000	\$11,000	\$12,000	\$10,000	\$10,000	\$10,000	\$11,000
LESS PROPOSED PLAN PAYMENTS: (SEE SECTION IV)	\$5,000	\$5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
OVERAGE/(SHORTAGE)OF CASH FLOW AVAILABLE TO FUND PLAN:	3,000	3,000	4,000	6,000	7,000	7,000	5,500	7,000	5,000	5,000	5,000	6,000

LOCAL BANKRUPTCY FORM NO. 14

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

:
: Bankruptcy No: _____
:
:
:

REPORT FOR BANKRUPTCY JUDGES IN CASES TO BE CLOSED

CHAPTER 11 CASES

_____ Plan Confirmed

_____ Plan Not Confirmed

If plan was confirmed and the case is still in Chapter 11, what percentage dividend was (or is) to be paid under the plan to the general unsecured class of creditors: _____%

Fees and Expenses (actual past payments):

_____ Trustee's Statutory Compensation	_____ Fee for Accountant
_____ Fee for Attorney for Trustee	_____ Fee for Broker
_____ Fee for Attorney for Debtor	_____ Fee for Auctioneer
_____ Fee for Attorney for Creditors' Committee	_____ Other (Detail Below)
_____ Expenses Awarded to Professionals (Detail Below)	

I certify under penalty of perjury that the information provided on this form is true and correct to the best of my knowledge, information, and belief and that all estimated payments have been designated appropriately as such.

DATE

PREPARER

SIGNATURE

LOCAL BANKRUPTCY FORM NO. 15

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:

:

:

:

Bankruptcy No: _____

:

**REPORT FOR BANKRUPTCY JUDGES IN CASES TO BE CLOSED
CHAPTER 7 CASES**

DATE PETITION FILED: _____

_____ Gross Cash Receipts

_____ Total Disbursements

A. Fees and Expenses

_____ Trustee's Statutory Compensation

_____ Fee for Accountant

_____ Fee for Attorney for Trustee

_____ Fee for Attorney for Debtor

_____ Fee for Attorney for Creditors' Committee

_____ Expenses Awarded to Professionals*

_____ Fee for Broker

_____ Fee for Auctioneer

_____ Other

B. Distributions

_____ Secured Creditors

_____ Equity Security Holders

_____ Priority Creditors

_____ Debtor

_____ Unsecured Creditors

_____ Others

Total Disbursements (sum of A & B): _____

If applicable, list portion of this total distributed by Trustee in Chapter other than Chapter 7 (DO NOT include Payments to Debtor): _____

=====

ITEMIZATIONS (in dollars)

FEES PAID TO OTHER PROFESSIONALS

EXPENSES AWARDED TO PROFESSIONALS

_____ Trustee

_____ Attorney for Debtor

_____ Attorney for Trustee

_____ Attorney for Creditors' Committee

DISTRIBUTIONS (OTHERS)

I certify under penalty of perjury that the information provided on this form is true and correct to the best of my knowledge, information, and belief.

DATE

PREPARER

SIGNATURE

LOCAL BANKRUPTCY FORM NO. 16

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

In Re:)	
)	
Debtor(s))	Bankruptcy No.
)	
)	Adversary No.
)	
Plaintiff / Movant)	
)	
v.)	
)	
Defendant / Respondent)	

Certification That Briefing Completed

I hereby certify that briefs in the above-captioned matter have been filed by the parties or that the deadline for filing all briefs has expired and the matter is ready for trial or other disposition by the Court.

DATE: _____

By: _____

Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 17

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE:) Bankruptcy No. _____
)
) Chapter _____
)
Debtor(s)) Related to Document No
)
)
)
Movant(s))
)
)
v.)
)
)
Respondent(s))
)

MOTION FOR _____

Dated _____

Signature of Counsel/Movant

(Typed Name)

(Address)

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 18

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

In Re:)	
)	
)	Bankruptcy No.
)	
)	Chapter
Debtor(s))	

Motion for Pro Hac Vice Admission

This motion for admission pro hac vice is being filed on behalf of:

(Name of Applicant)

(Firm name)

(Address)

(Phone number)

(Fax Number)

(E mail address)

List Bar ID Number and State of Admission

The applicant represents: _____
(Name of client)

The applicant is a member in good standing of the bar of _____, is not the subject of disciplinary matters, and will abide by the rules of the United States Bankruptcy Court in the Western District of Pennsylvania.

Date

By: _____

Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 19

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

B 281
(12/94)

United States Bankruptcy Court
_____ District Of _____

In re _____
Debtor

Case No. _____

Chapter _____

**APPEARANCE OF CHILD SUPPORT CREDITOR*
OR REPRESENTATIVE**

I certify under penalty of perjury that I am a child support creditor* of the above-named debtor, or the authorized representative of such child support creditor, with respect to the child support obligation which is set out below.

Name:

Organization:

Address:

Telephone Number:

Date

X _____
Child Support Creditor* or Authorized Representative

Summary of Child Support Obligation

Amount in arrears:

\$ _____

If Child Support has been assigned:

Amount of Support which is owed
under assignments:

Amount currently due per week or per month:
on a continuing basis:

\$ _____
(per week) (per month)

\$ _____

Amount owed primary child support
creditor (balance not assigned):

\$ _____

Attach an itemized statement of account

* Child support creditor includes both creditor to whom the debtor has a primary obligation to pay child support as well as any entity to whom such support has been assigned, if pursuant to Section 402(a)(26) of the Social Security Act or if such debt has been assigned to the Federal Government or to any State or political subdivision of a State.

LOCAL BANKRUPTCY FORM NO. 20

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

In Re:)	
)	
Debtor)	Bankruptcy No. _____
)	
)	Adversary No. _____
)	
)	Document No. _____
)	
)	Chapter _____
Plaintiff/Movant)	
)	Hearing Date & Time:
v.)	
)	_____
)	
)	
)	
Defendant/Respondent)	

NOTICE AND ORDER SETTING HEARING ON AN EXPEDITED BASIS

NOTICE IS HEREBY GIVEN THAT an Expedited Motion for _____ has been filed in the above-referenced case by _____.

A hearing has been scheduled for _____ at _____ in _____.

Responses to the motion shall be filed with the Clerk of the Bankruptcy Court and served on parties in interest on or before

_____.
A courtesy copy of all responses shall be delivered to chambers with the filing.

Service shall be made as directed below. A certificate of service shall be filed with the Clerk immediately.

Date

United States Bankruptcy Judge

Movant is to complete this notice and file it with the motion for expedited hearing and proposed order granting the substantive relief requested, leaving blank the hearing and response dates. If the Court determines that a hearing is necessary, response and hearing dates will be provided to movant. Movant shall serve a copy of this completed scheduling order and the motion by hand delivery or facsimile on the respondent, trustee, debtor, debtor's attorney, all secured creditors whose interests may be affected by the relief requested, U.S. Trustee and the attorney for any committee. If there is no committee counsel, serve all members of each committee. Movant shall deliver a paper copy of the motion and this notice of hearing to chambers.

LOCAL BANKRUPTCY FORM NO. 21

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE

Bankruptcy No.

Debtor(s)

Chapter

Movant(s)

Document No.

v.

Respondent(s)

MOTION TO ABANDON PROPERTY FILED ON BEHALF OF _____

AND NOW comes _____, by _____
, and moves the court to enter an order as attached hereto abandoning the following property which is

☐ burdensome to the estate in the following manner:

☐ of inconsequential value and benefit to the estate in the following manner:

Signature of Counsel or Moving Party if Unrepresented

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 22

IN THE UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF PENNSYLVANIA

IN RE
Debtor(s)
Movant(s)
v
Respondent(s)

:Bankruptcy No.
: Chapter
: Document No.
:

MOTION TO AVOID LIENS

AND NOW comes Debtor(s) _____, ☐ *pro se* ☐ by counsel, _____, and move(s) to enter the attached order avoiding the judicial lien(s) of _____, created on _____, which impair(s) an exemption to which the Debtor(s) is/are entitled, to-wit, _____, under [here insert statutory section allowing the exemption].

1. Information concerning the lien(s) to be avoided:

a. The amount of the lien(s): \$ _____

\$ _____

\$ _____

b. All other liens on the property, _____ \$ _____
the amount of each lien, and by whom _____ \$ _____
held are (use additional sheets _____ \$ _____
if necessary): _____ \$ _____

c. The amount of exemption Debtor(s) _____
could claim if there were no liens is: \$ _____

2. The total of (a) through (c) above is: \$ _____

3. The value of the Debtor's(s') interest in _____
the property if there were no liens would be: \$ _____

4. The amount of other liens that have been avoided in this case is: \$ _____

5. Liens not included in the above calculation (specify):

6. The lien(s) to be avoided fall under 11 U.S.C. 522(f)(1).

Signature of Counsel or Debtor(s) if *pro se*

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 23

IN THE UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF PENNSYLVANIA

In re

Debtor

Bankruptcy Case No.

Hearing Date and Time:

NOTICE OF FILING OF FINAL ACCOUNT OF TRUSTEE, OF HEARING ON APPLICATIONS FOR COMPENSATION, PROPOSED FINAL DISTRIBUTION AND PROPOSED ABANDONMENT OF PROPERTY

TO THE CREDITORS:

1. **NOTICE IS GIVEN** that the final report and account of the trustee in this case has been filed and a hearing will be held by the court at the following place and time.

Address:

Room:

Date and Time:

2. The hearing will be held to consider for approval the final report and account of the trustee, to act on applications for compensation, and to transact such other business as may properly come before the court. The objecting party must attend the hearing when an objection is filed. In all other cases, attendance by the debtor and creditors is welcomed but not required. The Court may determine that a hearing is not necessary and enter an Order by default if no objections are filed. Check the Calendar Section of the Court's Website at www.pawb.uscourts.gov to determine if a default order has been signed and the hearing canceled.

3. The following applications for compensation have been filed:

Applicants	Compensation	or Fees	Expenses
_____ Trustee	\$ _____		\$ _____
_____ Attorney for Trustee	\$ _____		\$ _____
_____ Attorney for Debtor	\$ _____		\$ _____
_____ Attorney for Creditors ' Committee	\$ _____		\$ _____
_____ Other (Specify)	\$ _____		\$ _____

4. The trustee's account shows total receipts of \$ _____
and total disbursements of \$ _____
for a balance on hand of \$ _____

SECOND PAGE OF LOCAL BANKRUPTCY FORM 23

5. In addition to the compensation and fees that may be allowed by the Court, liens and priority claims which must be paid in advance of general creditors have been filed in the total amount of \$_____. (State here only amount of liens and priority claims.)

General unsecured claims have been allowed in the amount of \$ _____. The amount to be paid is: _____

6. _____ The debtor has been discharged.
_____ The debtor has not been discharged.
_____ The debtor is a corporation.

7. Unless otherwise ordered by the Court, any property not administered by the trustee will be deemed abandoned. The trustee's motion to abandon the following property will be heard and acted upon:

8. Anyone objecting to the final account, final fee applications or the proposed order of distribution shall file the objection with the Clerk and serve a copy on the trustee and, if objecting to fees, serve a copy of the objection on the applicant. All objections shall be filed and served on or before 10 days before the scheduled hearing date.

9. The trustee's final SUMMARY OF PROPOSED DISTRIBUTION is attached.

Theodore S. Hopkins, Clerk
United States Bankruptcy Court

LOCAL BANKRUPTCY FORM NO. 24

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

IN RE: _____) Bankruptcy No. _____
) Chapter _____
)
Debtor(s) _____)
) Document No. _____
)
Applicant _____)

SUMMARY COVER SHEET AND NOTICE OF HEARING ON PROFESSIONAL FEES
IN CHAPTERS 7 AND 13 ON BEHALF OF

To All Creditors and Parties in Interest:

1. Applicant represents _____

2. This is (check one)

_____ a final application

_____ an interim application

for the period _____ to _____

3. Previous retainer paid to Applicant: \$ _____

4. Previous interim compensation allowed to Applicant: \$ _____

5. Applicant requests additional:

Compensation of \$ _____

Reimbursement of Expenses of \$ _____

6. A hearing on the Application will be held in Courtroom _____, _____, at _____m., on _____, _____.

7. Any written objections must be filed with the court and served on the Applicant on or before _____, _____, (seventeen (17) days from the date of this notice). Copies of the application are available from the applicant.

Date of service:

Signature of Applicant or Attorney for Applicant

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

(Note: 1. Scheduling dates in this Notice shall comply with Local Rules. 2. The full application need be served only upon Debtor, counsel for Debtor, the U.S. Trustee, and the trustee and counsel for the trustee. 3. Applicant shall serve this Notice on all creditors and parties in interest including any person who has filed a request for notices. 4. A certificate of service shall be filed with this Notice and the application.)

LOCAL BANKRUPTCY FORM NO. 25

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

In Re: _____ :
: Bankruptcy No.
:
Debtor _____ :
: Chapter
: _____
Movant _____ : Document No.
: _____
v. _____ :
: _____
: Hearing Date and Time:
Respondent _____ :

**CERTIFICATION OF NO OBJECTION REGARDING
(Insert Pleading Title and Document Number)**

The undersigned hereby certifies that, as of the date hereof, no answer, objection or other responsive pleading to the [Application/Motion] filed on _____ has been received. The undersigned further certifies that the Court's docket in this case has been reviewed and no answer, objection or other responsive pleading to the [Application/Motion] appears thereon. Pursuant to the Notice of Hearing, objections to the [Application/Motion] were to be filed and served no later than _____.

It is hereby respectfully requested that the Order attached to the [Application/Motion] be entered by the Court.

Dated: _____

By : _____

Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 26

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

In Re:	:	Bankruptcy No.
	:	
Debtor	:	Chapter
	:	
Movant	:	
	:	
v.	:	Document No.
	:	
	:	
	:	
Respondent	:	Hearing Date and Time:
	:	

**CERTIFICATION OF COUNSEL REGARDING
(Insert Pleading Title)**

The undersigned hereby certifies that agreement has been reached with the respondent(s) regarding the [Application/Motion] filed on _____. (State "None" if no prior Motion or Application.)

The signature requirements of ECF Procedure #8 have been followed in obtaining the agreement of all parties and is reflected in the attached document.

The undersigned further certifies that:

- 9 An agreed order and a black-lined version showing the changes made to the order originally filed with the court as an attachment to the motion is attached to this Certificate of Counsel. Deletions are signified by a line in the middle of the original text (strikeout) and additions are signified by text in italics. It is respectfully requested that the attached order be entered by the Court.
- 9 No other order has been filed pertaining to the subject matter of this agreement.
- 9 The attached document does not require a proposed order.

Dated: _____ By: _____

Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

LOCAL BANKRUPTCY FORM NO. 27

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

IN RE	:	Bankruptcy No. _____
	:	
	:	Adversary No. _____
Debtor(s)	:	
	:	
Plaintiff/Movant	:	Document No. _____
	:	
v.	:	
	:	
Defendant/Respondent	:	

ORDER AND NOTICE OF HEARING ON APPROVAL OF SETTLEMENT

TO ALL CREDITORS AND PARTIES IN INTEREST:

IT IS ORDERED AND NOTICE IS GIVEN THAT a Motion for Approval of Settlement has been filed in the above-captioned estate by _____.

1. _____, at _____ .m. is fixed for hearing on this matter in _____. You may file an objection to the settlement; if you do, you must file it with the Clerk by _____. It must specifically state the basis of the objection, and you are required to be present at the hearing. If you fail to timely respond, the Motion may be granted by the Court by default without a hearing as provided in the Local Rules. You must check the Court's web site under the page of the Judge one day prior to the hearing date to determine whether an order has been entered and the hearing has been cancelled.

2. Movant shall serve a copy of this Order and Notice and a concise summary of the proposed settlement that fully describes its terms and the reason for settlement on all creditors (or their official committee), other parties in interest, the debtor, and the trustee (if a trustee has been appointed), and will file a certificate of such service within 5 calendar days hereof.

Date : _____

United States Bankruptcy Judge

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

Debtor(s)

TYPE OF INSTRUMENT

<input type="checkbox"/> Mortgage	<input type="checkbox"/> Retail Installment Contract
<input type="checkbox"/> Assignment	<input type="checkbox"/> UCC Financing Statement
<input type="checkbox"/> Lease	<input type="checkbox"/> Promissory Note / Security Agreement
<input type="checkbox"/> Other (describe) _____	

DATE OF INSTRUMENT # OF PAGES

SECURED (LEASED) PROPERTY DESCRIPTION

Lien Recording

OTHER ESSENTIAL INFORMATION:

PROOF OF CLAIM FILED WITH CLERK, U.S. BANKRUPTCY COURT_____ (Yes/No)